

Nevada Division of Forestry—Urban and Community Forestry Program

Call for Proposals

Inner City Grants

The Nevada Division of Forestry—Urban and Community Forestry Program has Inner City Grant funds available for urban and community forestry projects and programs that benefit under-served, low-income and minority populations. Projects in Clark, Nye, Lincoln, and Esmeralda Counties will receive 1st priority for Inner City Grant Funding.

Funding Availability

Minimum grant request- \$2,500

Maximum grant request- \$5,000

Proposal Deadline

12:00 pm, noon, March 5th, 2004 to the Las Vegas NDF Office

Submit one original plus four (4) copies

Notification of Award

On or before April 16, 2004

4 Month Grant Period

Start Date: May 28, 2004 (*tentative*)

End Date: September 30, 2004

Final report and reimbursement request due October 15, 2004

Additional information

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The Inner City Grant Program is funded in cooperation with the USDA Forest Service and administered by the Nevada Division of Forestry—Urban and Community Forestry Program. The Nevada Division of Forestry and its partners are equal opportunity servers.



Program Goals

Inner City Grant funds are for community based projects that benefit under-served, low-income or minority populations, and build community support through urban forestry activities that improve the quality of the inner city trees.

Eligible Applicants

Eligible applicants include Nevada state, county, city and town units of government, educational institutions, nonprofit organizations, civic or volunteer groups, and tribal governments. Applicants are encouraged to form partnerships with public agencies, non-profit organizations, and community groups to develop and implement projects. Applications for multi-jurisdictional projects must be submitted by a lead agency or organization, but should include letters of support or approval from project partners and other entities involved in the project.

Applicants with an outstanding debt of more than 90 days to the Nevada Division of Forestry, are not eligible for grant funding.

Criteria for Inner City Proposals

1. Project must have an inner city focus and benefit an under-represented (under-served, low-income or minority) group. Projects in Clark, Nye, Lincoln, or Esmeralda County are higher priority for funding.
2. Project must promote community involvement.
3. Project must demonstrate a need, or solve or address a specific problem.
4. Project must be on state, county or city land.
5. Project must not otherwise be funded through an existing budget.
6. Approved tree planting projects must agree to maintain the project for three-years from the date of installation. A *Maintenance Agreement* is provided with grant approval or is available in advance upon request. Maintenance costs for grant funded projects are not eligible for match.
7. Any tree protection or renovation project must meet ANSI Tree Trimming and Safety Standards.
8. Grant funds must be, as a minimum, matched equally (50/50), or exceeded, with non-federal *source* funds. Match may include hard cash and/or in-kind materials, equipment and services, and volunteer assistance. All matching funds and activities must be specifically related to the project and fall within the grant period. Approved grantees must document all cash and in-kind contributions according to applicable federal regulations. See 'Allowable Costs and Grant Match Guidelines', pg. 3, for additional information.
9. Proposed work is within the UCF authorities as outlined in Section 9 of the Cooperative Forestry Assistance Act. Full text of Section 9 at: http://www.fs.fed.us/spf/coop/ucf_guidelines.htm#1.

Fundable Projects

Activities that focus on the establishment of trees, or the protection, restoration, and management, or conservation education of, "inner city" trees. All projects should have an educational component. For example:

1. Tree/shrub planting or renovation projects: planting projects in declining city areas, tree groves, streetscapes, open space enhancement, neighborhood parks, community gateway/entryway beautification, urban conservation (windbreaks, riparian greenways, soil stabilization, wildlife habitat, cooling and filtering air and water with trees), outdoor classrooms, school yards, arboretums, demonstration projects, tree renovation, and Arbor Day/special community celebrations.
2. Community forestry program development: street, park, school or community tree inventory, ecosystem management plans, tree ordinance development, hazard tree evaluation, tree board development, and tree tour guides such as for historic trees or demonstration gardens.
3. Conservation education, training and outreach related to urban forestry. Includes the development, production and distribution of brochures or training materials, exhibits, videos, slide shows, signage, public service announcements or special inserts in the newspaper, and other activities that provide education and training in the role of trees and forests, tree care and community forestry management.

Selection Criteria

Projects will be selected using the following criteria in addition to the 'Project Criteria' on page 2.

1. Increases public interest, participation and education, in urban forest planning and management. Underserved, low-income or minority populations and communities are involved and support the project.
2. Benefits underserved, low-income or minority populations or communities in Nevada.
3. Establishes or leads to improved levels of protection, establishment, and management of community trees.
4. Provides education on tree benefits selection and tree care.
5. Has established collaborative efforts and partnerships with organizations, agencies, and groups.
6. Proposal is cost effective.
7. Goals are specific and realistic and the project is achievable.
8. Past compliance and performance of the agency or project coordinator on previous NDF funded projects is satisfactory.
9. There are follow-up activities and evaluation related to the project.

Timeline

- Proposals due 12:00 p.m., noon Friday, March 5, 2004
- Notification of approved/not approved On or before April 16, 2004
- Start date May 28, 2004 (*tentative*)
- Grant end date. September 30, 2004 All grant project activities and expenditures must be completed by this date. No extensions will be granted.
- Final accomplishment report and reimbursement request are due no later than October 15, 2004.

Reimbursement

This is a reimbursable grant program. Unless grantee demonstrates need, no partial or full grant reimbursements will be made until project expenditures and grant match have both been incurred. Reimbursement is based on actual costs documented by receipts that occur within the grant period. Grantees who fail to file project reports, invoices and documentation, or request reimbursement by **October 15, 2004**, will **forfeit their grant funding**.

Approved applicants will sign Assurances stating their intent to complete the project as proposed and comply with the requirements of the Federal Government Single Audit Act and all relevant Office of Management and Budget circulars. If project is for tree planting, grantees must sign a three-year Maintenance Agreement. Copies of Assurances and *Maintenance Agreement* provided in advance upon request.

Allowable Costs and Grant Match Guidelines

- **Allowable costs** include personnel, contractual services, travel, trees, irrigation and related supplies required for the health of the plants, outreach and program materials essential to the success of the project, rental equipment, conference room rentals, and tree inventory related software. Overhead costs are limited to 12%.
- **Not eligible for funding are** forb and shrub costs greater than 25% of total plant materials costs, turf and related costs, delivery/hardline irrigation, hardscape, trails, land acquisition, building demolition and construction, play equipment, recreation fields, community garden plots, permanent fencing, lighting, murals, water rights, entertainment, t-shirts, food costs, equipment or computers. Many of these costs are eligible towards the grant match. Please call if you have a question about eligible costs or grant match.
- **In-kind matching contributions** includes but may not be restricted to: personnel costs, donated professional services, materials or services purchased by the grant recipient, mailing and copying costs, volunteer labor (trained volunteers valued at \$16.50/hour, untrained at \$8 to \$12/hour. Document with sign in sheets); donated or discounted materials or awards. Documentation of in-kind match provided with grant reimbursement report should include payroll, time sheet, invoices, or a letter as appropriate. **NOT ELIGIBLE** for in-kind match are the services of Nevada Division of Forestry, Nevada Cooperative Extension Urban Forestry Program, the USDA Forest Service and other federal employees, unless services are provided on personal time.

Inner City Grant Program—Application Process

- Proposals should be in an 8.5" x 11" format, on white or light colored paper. Please do not enclose proposals in folders or binders.
- FAX transmitted proposals will not be accepted.
- Send 1 original PLUS 4 copies.
- Proposals are due no later than 12:00 p.m., noon Friday, March 5, 2004. Late applications will not be reviewed.

Format

I. Cover Sheet: Use the *Application Cover Sheet*, page 5.

II. Project Narrative: (Please limit to 2 - 3 pages. Outlines and bulleted lists are acceptable.)

- A. Explain the issues, needs, or problems this project will address and how this project will solve or meet those needs.
- B. Describe the desired outcome or anticipated results, and list any products or deliverables from this project.
- C. Describe major activities, location(s) and tasks.
- D. List who will do the work (agency, individual, volunteers). List other project partners.
- E. Outline a schedule or timeframe for activities, from May 28, 2004 through September 30, 2004.
- F. Describe any follow-up activities and potential for continuation of the project. Describe how you will measure the success of your project.

III. Estimated Project Budget. Model your budget on the budget format, page 6. Itemize grant funds requested and list sources for each grant match item. Proposals must include a minimum of three written or phone bids for supplies totaling \$5,000 or more.

IV. If tree planting project, include a planting plan/site map that lists the number, size, and species of plants, illustrates planting locations, spacing between plants and the location and distance from existing plants, hardscape, powerlines, and buildings. Describe or illustrate irrigation system.

If educational or outreach project, include draft or outline of proposed materials, signs or workshop agenda.

V. Letters

- Letter(s) of support or commitment from partners, community groups and volunteers as appropriate. Please limit to three letters, however letters may have signatures from more than one group or person.
- Letter of authorization for tree planting/renovation proposals: If project is on property not owned by applicant, include letter of approval as appropriate (i.e. School Board, NDOT).

VI. Optional attachments not to exceed four pages. These might include, but are not limited to:

- Photos of project site. Project location maps.
- Brief history of previous activities relating to this project.
- *Summary* of soil test results or NRCS Soil Survey.

Submit applications no later than **12:00 p.m., noon, Friday, March 5, 2004** to the following address:

Urban and Community Forestry Program
Inner City Grant Program
Nevada Division of Forestry
4747 W. Vegas Drive
Las Vegas, Nevada 89108

Application Cover Page

2004 INNER CITY Grant Program (FFY01)

Proposals due no later than 12:00 p.m., noon, Friday, March 5th, 2004

I. Applicant _____

Address _____ City _____ Zip 89

Telephone _____ FAX _____

Project Coordinator/Contact Name _____ Title _____

Telephone _____ FAX _____

II. a) Project Title (no more than 6 words) _____

b) Brief Project Summary _____

III. Approximate Date(s) of Project Activity(ies) _____

IV. Budget Summary

a) Inner City Grant funds requested \$ _____

b) Grant Match \$ _____

c) Total Cost of Project (a + b) \$ _____

V. a) If approved, make reimbursement check payable to: _____

b) Tax ID Number _____ - _____

TERMS AND CONDITIONS

It is understood and agreed upon by the undersigned that:

1. Funds awarded as a result of this request are to be expended for the purposes and activities set forth in the attached proposal. ANY PROPOSED CHANGES TO THIS PROJECT as approved will be requested in writing by the applicant to the Nevada Division of Forestry Urban Forestry Coordinator, and, upon notification of approval by NDF, shall be deemed incorporated into and become part of this agreement.

2. The undersigned agrees to comply with all State and Federal regulations and restrictions and all requirements of the Title VI of the Civil Rights Act of 1964. (P.L. 88-352).

3. The undersigned HEREBY GIVES ASSURANCE THAT if approved, he/she will take measures necessary to execute this agreement.

VI. Printed/Typed Name of Applicant _____ Title _____

VII. *Signature* _____

Return original plus four (4) copies to:

Urban and Community Forestry
Inner City Grant Program
Nevada Division of Forestry
4747 W. Vegas Drive
Las Vegas, Nevada 89108

Inner City Sample Budget Format (Use only categories that apply to your project)

Applicant _____

Project Title _____

| Describe or list in detail use of grant funds being requested and source of grant match. | Grant Funds Requested | Non-Federal Funded Cash Match | Total |
|--------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------------------------------|-------------------------------|
| I. PROJECT COSTS. | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| CATEGORY SUBTOTAL | | | |
| II. PERSONNEL. List name, agency or company if known, activity, and estimated #hours | | | |
| Project coordinator/manager in-kind match | | | |
| Agency staff - in-kind match | | | |
| Consultant/professional or technical services – salaried/contractual and/or in-kind match | | | |
| | | | |
| Volunteer in-kind match: Individ. or group name(s), # individ. (x) # hrs (x) \$16.50/hr. trained (\$8-\$24/hr untrained) | | | |
| CATEGORY SUBTOTAL | | | |
| III. OVERHEAD. | | | |
| | | | |
| | | | |
| CATEGORY SUBTOTAL | | | |
| Total Cost of Project (A+B+C) =\$ | | | |
| | A. Total Funds Requested | B. Total Cash Match | C. Total In-kind Match |
| | \$ | \$ | \$ |

NEVADA URBAN AND COMMUNITY FORESTRY GRANT

TREE MAINTENANCE SPECIFICATIONS

Immediately after planting:

1. **Watering:** Water each plant immediately after finishing backfilling and continue watering until bubbles stop rising in the watering basin. After water has soaked away, add additional soil if needed to eliminate air cavities and cover exposed roots caused by the soil settling. **Any plants with the top of the root-ball below surrounding soil grade must be dug up and replanted so the top of the root ball is level with the surrounding soil grade.**
2. **Mulching:** Topdress with shredded wood chips or other organic material, no more than four (4) inches thick, in a 3 to 4 foot diameter around the plant. Keep mulch four (4) inches away from the tree trunk.
3. **Staking** A) Always remove the grower's trees stakes, ties, labels and trunk protectors immediately after planting. B) **Support staking is NOT typically recommended or approved for funding.** Although staking information is included with award materials, it is not an indication of funding approval or need. If staking is needed for a top-heavy deciduous tree, drive two stakes into the ground just outside the perimeter of the planting hole. Use broad, soft strapping material such as woven belt fabric or green plastic horticulture tie. For each stake, attach one end of the strapping material to the tree at the lowest practical level to maintain it upright and fasten the other end to the stake. It is important that the tree is still able to move at least 4" - 6" after being staked. Cut off tops of stakes that might hit or rub the trunk or lower limbs. **Stakes must be removed after 1 year.** Additional staking information and illustrations are provided with grant award.
4. **Pruning:** Limit pruning of young trees to the removal of injured, rubbing, or dead twigs and branches. Do not headback leader or lateral branches. Additional information on general pruning and pruning young trees is provided with grant award.

Extended Maintenance:

1. The grantee assumes the responsibility of maintenance for 3 years following the date of planting. This includes watering, fertilizing, insect and disease control, weeding, pruning, removal of support stakes after 1 year, etc. **Watering** maintenance includes adding new emitters after the second year and moving old emitters further away from the trunk to encourage roots to spread. If using bubblers, additional bubblers may be necessary after the third year and water berms must be increased in diameter. Also, it is important to break down berms at the beginning of winter, so ice dams do not form around the base of the tree. The berms can be rebuilt each watering season, but should be made larger in diameter every year to accommodate spreading tree roots.
2. The grantee is responsible for re-setting of any plants to an upright position or to proper grade, and for the removal and replacement of any dead plant material for a period of three years.

COMPLIANCE INSPECTIONS

All trees must be alive, healthy and planted properly and properly maintained for project to be considered complete. Grantee shall periodically inspect the project during the maintenance period and immediately remedy any deficiencies. The granting agency, Nevada Division of Forestry, or its designee will periodically inspect the planting for compliance with grant requirements.